

BUENO BEVERAGE COMPANY JOB DESCRIPTION

TITLE: Delivery Driver

CLASSIFICATION: Non-Exempt, Full-Time

REPORTS TO: Team Leader/ Supervisor

Purpose of position: Deliver (or exchange) product, rotate, stock and build displays for Bueno Beverage Company's retail accounts.

Essential Functions: (must be able to perform these functions, with or without reasonable accommodation)

- Unload and transport product from the delivery vehicle into the customer's loading area or sales floor as directed by store personnel
 - Ensure that product delivered to account matches invoice if not, make necessary adjustments
 - Stock shelves
 - Rotate Bueno Beverage Company product
 - Build displays and handle POS (Point of Sale) materials
 - Unload truck of all product, empty containers, pallets, etc. upon return to Bueno Beverage Company warehouse
 - Responsible for placing close-to-code product ("monitor") at the front of the shelves when allocated for that account
- Document all necessary paperwork including but not limited to: product variances, driver settlement and display tracking forms
 - Balance all cash and charge totals at the end of delivery route
 - Make sure that breakage product is taken off of the invoice
 - Notify Sales Representative of any product that is broken during the delivery
 - Ensure that all invoices and checks are signed by a representative of the retailer
 - Ensure that cash and charge totals reconcile to the invoice at the end of the day
 - Any cuts, shortages or cancelations must be documented
 - Driver must turn in any display tracking forms to proper management
 - Product variances are properly documented
- Responsible for the operation and condition of assigned vehicles and equipment
 - On a daily basis clean interior of cab, bays and trailer
 - Immediately notify Team Leader/ Supervisor or Human Resources Director of any accident invoicing personal injury or property damage
- Utilize hand-trucks and pallet jacks to safely transport product
- Required to take lunches and breaks per California law for hourly employees (see employee handbook)
- Renders polite, responsive and courteous service to our customers
- Comply with all legal guidelines, wholesaler agreement and Anheuser-Busch standards

- Ensure compliance with all aspects of ABC (Alcoholic Beverage Control) laws and guidelines
- Regular attendance is required in order to deliver exceptional customer service.
- Observe safety procedures and personnel policies
- Other duties as assigned

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job)

- Must maintain a good driving record with a valid California Class A license and be insurable according to company standards
- At all times, the delivery driver must carry a valid California license and medical card
- Must abide by all DOT rules and regulations including: physicals, drug testing, log books, etc.
- Must pass a DOT physical annually in order to maintain medical card
- Must be trained to use a pallet jack and hand-truck
- Must be able to interact cordially and productively with a variety of people
- Must maintain a neat, clean, professional appearance at all times and adhere to company dress code policy
- Basic knowledge of math and computer skills
- Must be able to read, write and communicate in a professional manner
- Must establish and maintain an effective working relationship with supervisor, employees and coworkers
- Must be able to lift and carry objects weighing up to 50 lbs. regularly and ability to maneuver a single keg up to 162 lbs., with little to no assistance
- Must be able to continuously maneuver product with hand-truck possibly exceeding 200 lbs.
- Must be able to work a flexible schedule, on short notice, including holidays, Saturdays, and frequently in excess of 40 hours per week
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the responding manager
- Must be able to operate company equipment including: printers, mobile devices, hand-truck, and ramps
- Maintain all company equipment and vehicles in accordance to company standards
- Ensure all company electronic devices (cell phones, iPad, laptops, etc.) are returned daily to the appropriate docking station

Experience and Education Requirements:

- High school diploma or GED certificate
- Transportation experience or training preferred

Working Conditions:

Extreme physical exertion, exposure to inclement weather and exposure to fumes and noise from the trucks.

Primary functions require sufficient physical ability and mobility; walk, stand and sit for prolonged periods of time; frequent stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles; and verbal communication to exchange information.